



EAGLE PAVILION AT ROTARY LAKE TIPS FOR A SUCCESSFUL EVENT



- The Eagle Pavilion is handicap accessible.
- Note the location of all emergency exits and fire extinguishers. Do not block access.
- The Eagle Pavilion is a smoke-free facility and has a no-alcohol policy.
- All vehicles must park in appropriate parking lots. The designated unloading zone may be used only while loading or unloading; no vehicles may remain parked in this area.
- Candles in glass containers may be placed on tables only. Do not leave lit candles unattended. Do not place candles in window areas.
- Consider the occupancy regulations when planning table and chair arrangements. Most tables are 60" round; a limited number of 30" x 96" tables are available.
- Cleaning materials are available and located in the janitor's closet. Please ask for assistance from the pavilion host.
- Clean spills off floor, tables, kitchen counters and other surfaces immediately.
- Unless otherwise specified, all rules and laws pertaining to Fryer Park extend to the Eagle Pavilion.
- The Renter is responsible for the actions of caterers, cooks, decorators, disc jockeys, musicians and all other attendees. Please remind them to:
 - » use designated preparation area and to follow all policies;
 - » schedule sufficient time to set up, execute the event and clean up *within the reservation period*;
 - » properly clean up the floors, kitchen and food areas and to dispose of the trash in appropriate trash and recycling bins; refuse should be fully contained and not overflowing any container;
 - » not use nails, pins, thumbtacks, staples or tape on any surface;
 - » comply with the music ordinance and that amplified music outside the pavilion is prohibited.

Supplies and materials needed for events are not included with your reservation. A refrigerator and microwave are available; there is no stove. Suggested items to bring:

- Eating/serving utensils • can opener • lighters • serving containers (bowls, pans, pitchers, etc.) • ice
- coffee/tea service (cups, creamer, sugar, scoop) • plastic containers • plastic wrap/foil • extension cords

